



COMMITTEE: Oneida County Fair Planning Team

PLACE: UW-Extension Conference Room, Lower Level, Airport Terminal
3375 Airport Road, Rhinelander, WI 54501

DATE: October 3, 2017 **TIME:** 6:00 pm

Members Present: Tom Peterson, Nancy Gehrig, Theresa Seabloom, Jim Perlberg, Jean Platek, Bill Freudenberg, Fred Andrist, Jim Winkler, Robin Harrison

Absent: Kathy Silbernagel, Eric Britton, Anthony Virgilio, Evie Virgilio, Antonia Virgilio, Cheryl Salzman,

Excused:

Others Present: Lynn Feldman

MINUTES:

1. Call to Order and President's Announcements: President, Tom Peterson, called the meeting to order at 6:05 p.m. The meeting was properly posted. The facility is handicap accessible. No announcements.

2. Approve Agenda for Today's Meeting: A motion was made by Perlberg, seconded by Freudenberg, to approve the agenda. Motion carried.

3. Approve Minutes of September 5, 2017: It was noted that the meeting place was still listed as the Pioneer Park pavilion and not the UW-Extension Conference Room. A motion was made by Freudenberg, seconded by Harrison, to approve the September 5, 2017 minutes with the correction made on the meeting place. Motion carried.

4. Administrative Report:

- **Financial Update:** The Financial report was reviewed, with some errors found and corrected. The amount listed as a carry-over is \$10,372.30, and the balance for the 2017 Fair is \$1,449.21. A motion was made by Freudenberg, seconded by Winkler, to approve the Financial report with the above corrections made. Motion carried.
- **Approve Expenses:** There are no expenses at this time.

5. CUW Committee Rep Report: With the present Coordinator resignation being an issue, Winkler was asked to advise the committee on how we proceed in hiring a new Coordinator. Winkler has made this fact known to the Oneida County Board at their last meeting. Winkler first requested Nancy Gehrig help provide him with a job description, to include a month-by-month timeline, on how she managed this position. It is undecided whether we will post this position externally. Interviews will need to take place, hopefully during November to early December. The County Board has asked to be included in the interviewing. The voting will be done by a quorum.

6. Update on UW-Extension Position: Feldman reported that at the last County board meeting it was agreed to continue to keep in place the hours contributed to the Fair by UW-Extension support staff. We are to contact Merry and Bonnie for work to be done, and not go through Lynn, as her new job description after December will not include the Fair. We were notified the new UW-Extension Director is Steve Nelson who will cover four counties with a base in Florence County. Peterson suggested we act on the idea of submitting a letter to Rhinelander Woman's Club and Kiwanis to ask for volunteers to cover Exhibition Court activities.

7. **Fair President Resignation Procedure:** Tom Peterson's letter of resignation was read to the Committee, with appreciation for his commitment to the Fair and a job well done. The County Oversight Committee has already accepted his resignation. The committee was questioned if anyone might be interested in the position, with a few names responding. We were reminded to look over the By-laws regarding the annual election of officers. As Vice President, Freudenberg will conduct the meeting with an agenda to list "Election of Officers" and will be done by ballot. This information will be included on the Fair's website.
8. **Discuss 2018 Fair Coordinator Job Description and Contract:** It was suggested we give the position legitimacy by creating an official job description, make an application available either internally or externally, set up an interview process in November by subcommittee (Andrist, Gehrig, Freudenberg, Winkler), to include County board members. Robin Harrison made known her definite interest in the position, pointing out some of her qualifications, and was ready to present her resume. No discussion took place regarding a contract yet.
9. **Other Considerations for 2018 Fair:** The only thing brought up was the dates of the 2018 Fair, which is determined to be August 2-5, 2018.
10. **Coordinator Report:** Nancy Gehrig stressed the need for communication as she managed the Fair all throughout the year, it being important to share details with other committee members to help keep them informed. She also stressed the importance of making contacts early and then following-up with these contacts to promote sponsorship, whether monetary or in-kind. She also made the committee aware that the McNaughton Camp will have a new supervisor when it comes time for the Fair next summer and suggests asking Tony (present supervisor) to create a timeline and directions for what they do every year to help the Fair setting up tents, etc. She will get a job description and timeline to Winkler ASAP and will help as needed for the transition to a new Coordinator. She assured the Committee that her heart has been in it totally, thanking the Committee, and it was great working with everyone!
11. **Fair District #1 Mtg (Oct 5 in Merrill):** It was agreed Winkler, Gehrig, and Seabloom will attend this meeting.
12. **K&M Carnival Contract:** A Motion was made by Platek, seconded by Harrison, to verbally agree to Milbradt to use K&M Carnival in 2018. Motion carried.
13. **2017 Fair Feedback & Needs for 2018 Fair:** None was discussed at this time.
14. **Correspondence (specifically addressed to Committee):** None.
15. **Public Comment:** None.
16. **Items to be included on Next Agenda:** Coordinator Job Description; Procedures for Interviewing; Election of Officers.
17. **Date of Future Meetings:** Tuesday, November 7, 2017 at 6:00 pm in the UW-Extension Conference Room at the Airport.
18. **Adjournment:** Motion was made by Perlberg, seconded by Winkler, to adjourn. Motion carried. The meeting was adjourned at 7:23 pm

Respectfully submitted by Theresa Seabloom, Secretary

Signed by President _____

Or Vice-President _____